

## **CHAPTER 605**

### **CONTAINER MOVEMENT REPORTING, TRACKING, AND INVENTORY REQUIREMENTS**

#### **A. PURPOSE**

This chapter provides general information, responsibilities, and policy concerning movement reporting, tracking, and inventory requirements for containers. Proper documentation is mandatory to support transportation operations and ITV requirements.

#### **B. MOVEMENT REPORTING AND TRACKING RESPONSIBILITIES**

1. USTRANSCOM will:
  - a. Develop and coordinate requirements for data to effect shipment of cargo in containers.
  - b. Ensure wide distribution of information concerning performance of shipping activities in generating accurate and complete data.
  - c. Coordinate and publish standard movement procedures to be used for all DOD shipments.
2. The Heads of the DOD Components will:
  - a. Ensure shipping activities are aware of standard shipment documentation requirements and strictly enforce compliance with standards.
  - b. Unit CDRs must ensure DTR, Part II procedures are adhered to during the movement of unit cargo.

#### **C. CMR PROCEDURES**

1. All activities (regardless of command, location, or Service), that receive, ship, transship, and/or load/unload DOD common-use and CADS containers will report such actions by CMR within two working days. These reports form the basis for container control administered by SDDC and provide current location and/or destination of containers.
2. Report container movements either by e-mail, Facsimile (FAX), routine message in Language Media Format (LMF), or via the AMS Worldwide Web (WWW) page available at <http://www.mtmc.army.mil/frontDoor/0,1865,OID=2--15-325--2651,00.html>.
3. All activities reporting movement of DOD-owned common-use and CADS containers will include a shipping document number for each transaction to provide a complete audit trail. The shipping document number will be a Transportation Control Number (TCN) or Bill of Lading (BL) number preceded by the shipper's DODAAC.

#### **D. CMR GUIDANCE (E-MAIL AND FAX)**

1. CMRs will be sent via e-mail to cads@sddc.army.mil. FAX cover sheet will be addressed to ATTN: SDG3-GI and sent to **DSN 328-3373, or commercial 703 428-3373**. An information copy will be provided to the consignee and transshipment points. Reports will be encoded using one line per container. To ensure accurate and complete reporting, several different sample CMRs are provided in Figure 605-1, Figure 605-2, and Figure 605-3.
2. All required information must be provided in the correct order. The format must follow the samples as closely as possible. Excel spreadsheets attached to e-mail files are acceptable as long as they contain all the required information in the order it is required. Enter only properly coded information. Coding instructions are provided in Table 605-1.
3. The shipping order number will be annotated on the CMR. The shipping order is a 14-digit number beginning with "C" and the year. It is found in Block 15 or 18 on the BL.

#### **E. CMR GUIDANCE (MESSAGE)**

1. CMR (RCS-SDDC-179) will be shown as subject. The message will be addressed to CDRSDDC **ALEXANDRIA VA**//SDG3-GI// with an information copy to each transshipment point and consignee. Reports will be encoded using one line per container.
2. Format of the message is based on the format discussed in Paragraph D.2. above. The message will be in a disciplined format. Only properly coded information for each field will be entered in correct sequence. Sample message forms of these worksheets are included as Figure 605-1, Figure 605-2, and Figure 605-3.
3. Note that the LMF block on DD Form 173/2, Joint Message Form, must indicate TC for message input into the container movement history file.
4. The shipping order number will be annotated on the CMR. The shipping order is a 14-digit number beginning with "C" and the year. It is found in Block 15 or 18 on the BL.

#### **F. AMS**

1. The AMS allows activities to report container movements directly to the AMS database. CMRs are entered through a web page that is accessed using a personal computer.
2. SDDC will provide AMS instructions on use and how to obtain a password on their website.

#### **G. GTN**

1. The USTRANSCOM GTN provides ITV of containerized cargo for DOD.
2. GTN is the DOD ITV system. GTN is an integrated database system available via the WWW for menu-driven queries. It provides users with a wide variety of ITV data to include data on containers and content. GTN also provides C2 and business applications. GTN takes in critical source data feeds from DOD and commercial carriers to provide movement visibility.
3. For GTN access and additional information regarding the distance learning tools, contact USTRANSCOM TCJ6-O, Commercial: 618 229-1015, DSN: 779-1015, or ustc-

gtnhelpdesk@hq.transcom.mil. DOD customers can access GTN via its web address available at <https://www.gtn.transcom.mil>.

4. ITV Reporting Requirements. ITV data timeliness is a critical factor in the effective management of assets moving through the logistics pipeline. Standards for ITV data capture timeliness for containerized movement are shown in Table 605-2.
5. Automated systems (organic electronic, Automated Identification Technology [AIT]) or business process facilitating ITV data capture must be designed to support these timeliness objectives.

## **H. CONTAINER AIT REQUIREMENTS**

AIT is a suite of read and write technologies (2D & Linear Bar codes, Radio Frequency Identification Tags [RFID], Optical Memory Cards, and Satellite Tracking) that enables and facilitates data collection and transmission to information systems. RFID, when applied to containers, provides geographic visibility through regional servers of the container whether in process, in-transit, or in-storage while giving the CDR and logisticians asset visibility and C2 throughout the logistics pipeline. The key to AIT integration into the DOD is that the devices enable process improvements for data quality and capture, and business processes.

## **I. INTRODUCTION OF NEW TECHNOLOGY**

Reporting requirements addressed in Paragraphs B through G are subject to change as new technologies are introduced into transportation operations. Questions on data requirements must be forwarded to USTRANSCOM TCJ6/AD for review and action to ensure that standard, integrated practices are adopted. USTRANSCOM will coordinate with activities to identify minimum essential data elements for tags. DOD automated transportation information systems that generate data must be modified to accept and produce the data as soon as the standard is approved.

## **J. INVENTORY POLICY**

1. Inventories of all DOD intermodal ISO containers regardless of ownership ensure authorizations are correct, accountability is maintained, and that the DOD ISO container register is current and accurate. Maintaining an up-to-date ISO container register improves management, provides a safe DOD container system, and a base from which to project future DOD requirements.
2. Inventories will routinely be conducted on a biennial basis, during the fourth quarter of the calendar year and at other times as necessary. Biennial inventories to update the DOD ISO Register will be initiated by USTRANSCOM.
3. Service and/or DOD activity container control and/or management offices will coordinate responses to inventory data requests from SDDC and forward responses to requests within 90 days of receipt, which reflect the current situation as of date specified by SDDC.
4. DOD-owned common-use and CADS containers that cannot be located during an inventory will require initiation of a property adjustment document IAW Army Regulation (AR) 735-5, Policies and Procedures for Property Accountability.

## **K. INVENTORY PROCEDURES**

1. When an inventory is required, SDDC will forward to each Service and/or DOD activity container control and/or management office listed as a DOD container owner a summary as extracted from the DOD ISO container register. SDDC will also forward a summary of DOD-owned common-use and CADS containers in each activity's possession as identified in the SDDC container tracking system. Each activity will in turn review and verify summaries for accuracy. Type of information contained in the summaries along with descriptive explanatory information is contained in Table 605-3.
  - a. For Component-owned containers no longer in inventory, an activity will delete the ISO serial number from the summary and note the final disposition, if known, and provide the information to SDDC for removal from the ISO register.
  - b. For Component-owned on-hand containers listed in the summary, an activity will verify all information making corrections where necessary.
  - c. For Component-owned on-hand containers not listed in the summary, an activity will insert proper information on the summary to include accountable DODAAC of owner and provide information to SDDC for inclusion in the ISO register.
  - d. For DOD-owned common-use and CADS containers, activities will note transfer document number (i.e., TCN) if the container is no longer in their possession.
2. The SDDC web based inventory system is called the DOD Container Inventory System (DODI). Container owners can request access to the DODI application through Electronic Transportation Acquisition (ETA) web site available at <https://eta.sddc.army.mil/> then select Freight/Cargo and DODI Container Inventory System. The container owner requests access to DODI, and after providing requested basic information, is granted access.
3. SDDC will revise the DOD ISO container register upon receipt of updated information.

## **L. DOD-OWNED COMMON-USE AND CADS CONTAINERS LOST, DAMAGED, RECOVERED, OR DESTROYED**

1. Containers lost, damaged, or destroyed require adjustments to SDDC authorization/accounting documents, the DOD ISO container register, and the SDDC container tracking system.
2. SDDC manages the location and movement of DOD-owned common-use and CADS containers through the AMS that identifies container ISO serial number and last known location by DODAAC. If a container has not moved for a long period of time and/or an inventory is due, SDDC queries the last known DODAAC concerning its status. If during this inquiry process the container cannot be located or if it cannot be determined to have been shipped, a Report of Survey is required.
  - a. SDDC will require the last known activity having possession of the container to initiate a statement indicating the facts and circumstances surrounding the missing container. The statement will include all facts germane to the situation to include names and dates of individuals having knowledge of the incident.

- b. Upon receipt of the activity statement, SDDC will initiate a Report of Survey IAW the provisions of AR 735-5, and include the statement as an exhibit.
  - c. SDDC is the appointing and approving authority for a Report of Survey.
  - d. If circumstances warrant, HQ, SDDC CDR may require an investigation under the provisions of AR 15-6, Procedures for Investigating Officers and Boards of Officers. Upon completion of the report of investigation, a copy will be attached to the Report of Survey and be processed IAW AR 735-5.
  - e. Once approved, the Report of Survey will be used for property record adjustment.
3. SDDC will be notified upon discovery of an apparent excess container or other intermodal equipment item. The Container Management Team will be given all identifiable numbers (i.e. asset marks number, container number, condition of container/equipment).
- a. The Leasing Team will determine if the container/equipment is government-owned or commercially owned, and provide, if possible, a contract number to the Container Management Team. Additional instructions may be found in Chapter 602 covering leasing requirements.
  - b. Upon proper identification as a government-owned asset, the Container Management Team will contact needed users of asset availability. If the container/equipment is serviceable and maybe used in intermodal traffic, the selected user must register the container with the Container Management Team, ensure a new asset marks number is placed on the container and follow the supply procedures IAW AR 735-5.
  - c. If the container/equipment will be used only for storage, then the user will strip the container of all markings and remove the data plate.
  - d. The gaining user will pay for movement of the container/equipment from the discovered location to the new user area. The gaining user will also pay all drayage costs.
  - e. If the container/equipment is identified as commercially owned, the identified owner will be notified by SDDC to pickup the container/equipment.
4. When a DOD-owned common-use or CADS container has been lost, damaged, or destroyed while in possession of a carrier, provisions of the DTR, Part II, Chapter 210 apply.
5. A transportation discrepancy report is authorized for use in lieu of a Report of Survey.

SECURITY CLASSIFICATION											
JOINT MESSAGE FORM						UNCLASSIFIED					
PAGE	DGT/RELEASER		TIME		PRECEDENCE		CLASS	SPECAT	UMF	CIC	ORIG MSG IDENT
01 OF 01	DATE	TIME	MONTH	YR	ACT	INFO					
					RR	RR	UUUU		TC		
MESSAGE HANDLING INSTRUCTIONS											
BOOK NO											
FROM: CDRANAD ANNISTON AL//SDSAN-DSP-TD//											
TO: CDRMTMC ALEXANDRIA VA//MTOP-JE//											
INFO CDRRAD TEXARKANA TX//SDSRR-SP//											
CDR1303RD MAJOR PORT CMD SOUTHPORT NC//MTE-SU-TMD//											
CDRMAD MIESAU GE//AERODM-DSP-TD//											
UNCLAS											
SUBJ: CONTAINER MOVEMENT REPORT (RCS MTMC-179)											
ZZABY6CV0928432W31G1ZW45G19W45G198836000250000W31G1ZS2589102											
ZZABY6CV0709052W31G1ZW36QLPWK4F5H8836000250000W31G1ZS2345678											
6											
5											
4	SAMPLE:										
3	TELETYPEWRITER FORMAT										
2											
1											
0											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE											
SPECIAL INSTRUCTIONS											
USE LANGUAGE MEDIA FORMAT (LMF)											
TC (TAPE TO CARD)											
TYPED NAME TITLE OFFICE SYMBOL AND PHONE											
RELEASER	TIME GROUP										
SIGNATURE											
SECURITY CLASSIFICATION DATE											
DD	FORM 1 MAR 79 173/2		(OCR)		PREVIOUS EDITION IS OBSOLETE S/N 0102-LF-000-1735				U.S. GPO 1990-256-563		

Figure 605-1. Sample Message Activity Other Than Port

										SECURITY CLASSIFICATION	
JOINT MESSAGE FORM										UNCLASSIFIED	
PAGE	DGT/RELEASER		TIME		PRECEDENCE		CLASS	SPECAT	UMF	CIC	ORIG MSG IDENT
01 OF 01	DATE	TIME	MONTH	YR	ACT	INFO					
					RR	RR	UUUU		TC		
MESSAGE HANDLING INSTRUCTIONS											
BOOK NO											
FROM: CDR1303RD MAJOR PORT CMD SOUTHPORT NC//MTE-SU-TMD//											
TO: CDRMTMC ALEXANDRIA VA//MTOP-JE//											
INFO CDR1325TH MEDIUM PORT CMD BHVN TML BREMERHAVEN GE											
//MTEEU-BH-TMDO//											
CDRMAD MIESAU GE//AERODM-DSP-TD//											
CDRGRSA GERMERSHEIM GE//AERAS-GT//											
UNCLAS											
SUBJ: CONTAINER MOVEMENT REPORT (RCS MTMC-179)											
ZZABY6RV0709052W36QLPW36QLP00000883170250000W31G1ZS1234567											
ZZABY6TV0709052W36QLPWK4F42WK4F5H883180250000W31G1Z8534V001											
ZZABY6CV0798052W36ALPWK4F42WK4F5F883180250000W36QLP8534V002											
6											
5											
4	SAMPLE:										
3	TELETYPEWRITER FORMAT										
2											
1											
0											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE SPECIAL INSTRUCTIONS											
USE LANGUAGE MEDIA FORMAT (LMF)											
TC (TAPE TO CARD)											
TYPED NAME TITLE OFFICE SYMBOL AND PHONE											
SIGNATURE											
SECURITY CLASSIFICATION DATE TIME GROUP											
DD FORM 1 MAR 79 173/2 (OCR) PREVIOUS EDITION IS OBSOLETE S/N 0102-LF-000-1735 U.S. GPO 1990-256-563											

Figure 605-2. Sample Message Port

										SECURITY CLASSIFICATION
<b>JOINT MESSAGE FORM</b>										<b>UNCLASSIFIED</b>
PAGE	DGT/RELEASER	TIME	PRECEDENCE	CLASS	SPECAT	UMF	CIC	ORIG MSG	IDENT	
01 OF 01	DATE TIME MONTH YR		ACT INFO RR RR	UUUU		TC				
MESSAGE HANDLING INSTRUCTIONS										
BOOK NO										
FROM: CDR1325TH MEDIUM PORT CMD BHVN TML BREMERHAVEN GE TO: CDRMTMC ALEXANDRIA VA//MTOP-JE// INFO CDRMAD MIESAU GE// AERODM-DSP-TD// CDR1301ST MAJOR PORT CMD BAYONE NJ//MTE-BY-COD// CDRDDMP MECHANICSBURG PA//DDMP-JFD// CDRGRSA GERMERSHEIM GE//AERAS-GT//										
UNCLAS										
SUBJ: CONTAINER MOVEMENT REPORT (RCS MTMC-179)										
ZZABY6RV0709502WK4F42WK4F42000000883470250000W31G1Z8534V001										
ZZABY6TV0709502WK4F42WK4F5HWK4F5H883480250000W31G1Z8534V001										
ZZABY6CV0332842WK4F42W15QLLSW3100883480000000WK4FSF8530V014										
6										
5										
4	SAMPLE:									
3	TELETYPEWRITER FORMAT									
2										
1										
0										
DISTR										
	DRAFTER	TYPED	NAME	TITLE	OFFICE	SYMBOL	PHONE	SPECIAL	INSTRUCTIONS	
								USE LANGUAGE MEDIA FORMAT (LMF) TC (TAPE TO CARD)		
	TYPED NAME TITLE OFFICE SYMBOL AND PHONE									
RELEASER	SIGNATURE									
	SECURITY CLASSIFICATION DATE TIME GROUP									
DD	FORM 1 MAR 79 173/2	(OCR)	PREVIOUS EDITION IS OBSOLETE S/N 0102-LF-000-1735					U.S. GPO 1990-256-563		

**Figure 605-3. Sample Message Overseas Port**

**Table 605-1. Format for CMR (RCS SDDC-179)**

Field Name	Elements	Field Description and Instructions
Asset Marks	1-4	Asset marks is a four digit alphabetic code that precedes a container serial number. Example of asset mark is "USAU".
Serial Number	5-11	Asset serial number is a six digit numeric field that follows the Asset mark, and comes before the check digit.
Check Digit	12	Check digit is a single digit following container serial number. Normally follows a "--", is within a white box background, or is surrounded by a border on the actual container.
Action Code	13	Enter "S" if reporting the shipment of a container. Enter "R" if reporting the Receipt of a container.
Lading Code	14	Enter "L" if the container is loaded. Enter "E" if the container is empty.
Transaction Date	15-19	Enter the five digit Julian date (04271) for all manual reports. AMS uses a standard MM/DD/YY format.
Reporting DODAAC	20-25	Enter the DODAAC of the activity originating the report (When using AMS, this field will automatically be populated with the DODAAC of the activity making the report).
Responsible DODAAC	26-30	This is the DODAAC of the activity that has possession of the container. When reporting a shipment, this is the DODAAC of the activity that is shipping the container. When reporting receipt, this is the DODAAC of the activity that received the container. Will most likely be the same as the "Reporting DODAAC".
Consignee (Destination)	31-36	This is the DODAAC of the activity that is the end recipient of the container (final destination of the container).
Shipping Order Number	37-51	Shipping order need only be entered once for all containers moving on the same order if submitting a manual report. If using AMS, shipping order will automatically be copied from line to line. Shipping order is a key element for tracking of government owned containers in AMS. For commercial containers, delivery order number will be substituted.
Asset Type	52-55	For government owned containers, enter 2200 for end opening containers (regardless of actual height or asset type), 2205 for side opening containers, 2064 for half height containers, and 2063 for flatracks.
Document Number (Remarks)		Enter a shipping document number that will provide an audit trail for the shipment. Use BL number for shipments within CONUS, and 14 position TCN number for shipments from CONUS to outside the CONUS.

**Table 605-2. Evaluation Criteria**

Movement Event	Manifest Transmission to GTN
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 12 hours of event (Goal of four hours)
b. Exercise and wartime unit and sustainment moves on gray bottom USNS Vessels (LMSR, FSS, RRF)	Within 24 hours of event (Goal of four hours)
2. All intra-theater cargo and passenger movements (all modes)	Within two hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within one hour of event

**Table 605-3. ISO Container Register Information**

<b>Item</b>	<b>Definition</b>
DODAAC	Activity maintaining accountability of container; consists of 6 alphanumeric characters
ISO Serial Number	ISO number assigned to container by SDDC; consists of 11 alphanumeric characters (four letters followed by a six digit serial number and a check digit)
Year Built	Year container was built; consists of four numeric characters
Date Assigned	Julian date that ISO serial number was assigned by SDDC; consists of four numeric characters
Container Size/Type Code	Code that provides descriptive information on various type containers owned by DOD; consists of four numeric characters
Container Condition	B-Serviceable, D-Unserviceable/Awaiting Disposal, E-Needs repair (\$300. Or Less), F-Needs repair/Not unserviceable, I-Needs Inspection